



CTMS workspace Teleconference Meeting Minutes

Meeting Date	September 28, 2004 12-1 PM EDT																																																																			
Attendees:	<p>Working group coordinators: Scott Finley (Booz Allen Hamilton) Harshawardhan Bal (Booz Allen Hamilton)</p> <p>Participants:</p> <table> <tr> <th>Name</th><th>Organization</th><th>Email</th></tr> <tr> <td>Andrea Hwang</td><td>Chao Family Comprehensive Cancer Center</td><td>ychwang@uci.edu</td></tr> <tr> <td>Andrew Winter</td><td>Robert H. Lurie Comprehensive Cancer Center</td><td>aqw@northwestern.edu</td></tr> <tr> <td>Angela Howard</td><td>St. Jude Children's Research Hospital</td><td>Angela.Howard@stjude.org</td></tr> <tr> <td>Barry Brown</td><td>University of Minnesota Cancer Center</td><td>brown181@umn.edu</td></tr> <tr> <td>Brenda Crocker</td><td>University of Pittsburgh Cancer Institute</td><td>crockerbl@upmc.edu</td></tr> <tr> <td>Charles Lu</td><td>Yale Cancer Center</td><td>charles.lu@yale.edu</td></tr> <tr> <td>Christine McLaren</td><td>Chao Family Comprehensive Cancer Center</td><td>cmclaren@uci.edu</td></tr> <tr> <td>Christos Andonyadis</td><td>NCICB</td><td>andonyac@mail.nih.gov</td></tr> <tr> <td>Diane Paul</td><td>CARRA</td><td>funnylady93@earthlink.net</td></tr> <tr> <td>Donald Connelly</td><td>University of Minnesota Cancer Center</td><td>don@umn.edu</td></tr> <tr> <td>Donna Marlatt</td><td>donna.marlatt@dartmouth.edu</td><td>Dartmouth</td></tr> <tr> <td>Donna Mott</td><td>The Meyer L. Prentis/ Karmanos Cancer Institute</td><td>mottd@karmanos.org</td></tr> <tr> <td>Douglas Fridsma</td><td>University of Pittsburgh Cancer Institute</td><td>fridsma@cbmi.pitt.edu</td></tr> <tr> <td>Jieping Li</td><td>Lombardi Cancer Research Center</td><td>lj38@georgetown.edu</td></tr> <tr> <td>Jill Kuennen</td><td>Holden Comprehensive Cancer Center</td><td>jill-kuennen@uiowa.edu</td></tr> <tr> <td>James Kepner</td><td>James.Kepner@RoswellPark.org</td><td>Roswell Park</td></tr> <tr> <td>Joyce Niland</td><td>City of Hope National Medical Center & Beckman Research Institute</td><td>jniland@coh.org</td></tr> <tr> <td>John Quigley</td><td>johnq@mail.med.upenn.edu</td><td>U Penn</td></tr> <tr> <td>Kim Diercksen</td><td>NCICB</td><td>diercksk@mail.nih.gov</td></tr> <tr> <td>Lara Fournier</td><td>OHSU Cancer Institute</td><td>fourniel@ohsu.edu</td></tr> <tr> <td>Lihua (Julie) Zhu</td><td>Robert H. Lurie Comprehensive Cancer Center</td><td>L-zhu2@northwestern.edu</td></tr> </table>		Name	Organization	Email	Andrea Hwang	Chao Family Comprehensive Cancer Center	ychwang@uci.edu	Andrew Winter	Robert H. Lurie Comprehensive Cancer Center	aqw@northwestern.edu	Angela Howard	St. Jude Children's Research Hospital	Angela.Howard@stjude.org	Barry Brown	University of Minnesota Cancer Center	brown181@umn.edu	Brenda Crocker	University of Pittsburgh Cancer Institute	crockerbl@upmc.edu	Charles Lu	Yale Cancer Center	charles.lu@yale.edu	Christine McLaren	Chao Family Comprehensive Cancer Center	cmclaren@uci.edu	Christos Andonyadis	NCICB	andonyac@mail.nih.gov	Diane Paul	CARRA	funnylady93@earthlink.net	Donald Connelly	University of Minnesota Cancer Center	don@umn.edu	Donna Marlatt	donna.marlatt@dartmouth.edu	Dartmouth	Donna Mott	The Meyer L. Prentis/ Karmanos Cancer Institute	mottd@karmanos.org	Douglas Fridsma	University of Pittsburgh Cancer Institute	fridsma@cbmi.pitt.edu	Jieping Li	Lombardi Cancer Research Center	lj38@georgetown.edu	Jill Kuennen	Holden Comprehensive Cancer Center	jill-kuennen@uiowa.edu	James Kepner	James.Kepner@RoswellPark.org	Roswell Park	Joyce Niland	City of Hope National Medical Center & Beckman Research Institute	jniland@coh.org	John Quigley	johnq@mail.med.upenn.edu	U Penn	Kim Diercksen	NCICB	diercksk@mail.nih.gov	Lara Fournier	OHSU Cancer Institute	fourniel@ohsu.edu	Lihua (Julie) Zhu	Robert H. Lurie Comprehensive Cancer Center	L-zhu2@northwestern.edu
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Agenda

1. Funded Workspace participation
2. Update on SOWs
3. Reminder: CTMS face-to-face meeting Tuesday, 11/16 & Wednesday, 11/17 – Location: City of Hope, Duarte, CA
4. SOW process (in brief) for Developers & Adopters (for Participant Agreements the process is streamlined, and the deliverables are monthly reports, minutes, and white papers)
 - a) Agreement on need for project
 - b) Discussion of tasks
 - c) NCICB/BAH issue SOW (inc. task/deliverable pairs)
 - d) Center issues Cost Proposal (after discussion)
 - e) NCICB/BAH issue task order
 - f) Center executes a task
 - g) Center uploads the task's deliverable(s) to CVS, documents task completion in caMP

	<p>h) Deliverable is approved by NCICB/BAH</p> <p>i) Center invoices BAH for the task-associated \$ (Invoice on-line)</p> <p>5. Report from SIGs</p> <ul style="list-style-type: none"> • caBIG compatibility: Teri Melese • Structured Protocol Representation: Doug Fridsma • Adverse Event Reporting: Joyce Niland • CTMS/CDUS Reporting: Rhoda Arzoomanian • Financial-Billing: Jill Kuennen • Laboratory Interfaces: John Speakman <p>6. Next Meeting 10/12/04</p>
<p>General discussion points raised by participants:</p>	<p>Update on Baseline Contracts/Workspace participation/SOWs: The increased participation from the participants in the activities of the grid was acknowledged. The transition to a collaborative working environment where the funded centers had greater responsibilities of the activities of the workspace and where Booz Allen Hamilton would act as a facilitator and manager was in process. The transition was being helped tremendously by the active participation of the individual centers and the SIGs, which were becoming increasingly independent. The centers were reminded that the monthly reports were not optional and should be treated as activities that trigger payments. Centers who had been issued task orders and who had not signed and returned them were requested to do so. Centers who had signed the task orders could send the monthly reports and invoice appropriately.</p> <p>Task orders for the structured protocol representation development and one of the caBIG compatibility projects have been issued. SOW for the Adverse Events reporting development had been received from City of Hope. Two more compatibility projects are in discussion. Four adopter SOWs were approved at the draft level.</p> <p>The SOW process for Developers & Adopters was explained in brief (as outlined above). Centers were requested to provide names of people who would be uploading the deliverables, invoicing, documenting task completion in caMP etc., because each of these processes require authentication. caMP will be available to the centers in due course and the centers should submit documents till that time via email.</p> <p>Invoicing can be coordinated within the activities of individual center and the centers were free to manage the process as they desired. The importance of informing the appropriate people within centers (by BAH) as deliverables are approved was discussed.</p> <p>The centers were informed about the new caBIG website (which was still in</p>

development) and were requested to suggest changes if necessary.

Planning of CTMS face-to-face meeting (Nov. 16/17, 2004): Agenda was under development and suggestions were requested. A draft for the agenda would be distributed before the next meeting.

Report from SIGs:

caBIG compatibility (Teri Melese): Comments on the caBIG compatibility guidelines were discussed at the MedInfo meeting and forwarded to Arumani Manisundaram (the caBIG architecture workspace lead). Revisions to the compatibility guidelines to be discussed at the face-to-face meeting at Duarte, CA. SOW for evaluating the UCSF system (Velos) in progress and to be sent to BAH shortly. Discussion with Doug Fridsma, John Speakman, Warren Kibbe, Lara Fournier, Joyce Niland, Karen Kimura for generating a report card for caBIG compatibility guidelines. Warren Kibbe and Karen Kimura to act as liaisons between the CTMS Compatibility Grading SIG and the architecture workspace. John Speakman to serve as the liaison between the CTMS and the Tissue Bank and Pathology Tools workspace for the compatibility guidelines. John Speakman to interact directly with Arumani to ensure that the revisions suggested by the Compatibility Grading SIG are incorporated. Next Compatibility Grading SIG teleconference scheduled for November 5th to discuss the compatibility guidelines.

The importance of having a mature set of compatibility guidelines and validation tasks was raised by Teri Melese and Doug Fridsma as the various centers start development activities.

Structured Protocol Representation (Doug Fridsma): Coordinating with the various SIG participants for the development of user requirements. Held discussions with Joyce Niland, Todd Thornburg and Andrea Hwang in preparation of the face-to-face meeting to define user requirements for the structured protocol representation project. Coordinate the harmonization of activities of HL7 and CDISC. White paper with Christos Andonyadis planned for presentation at Acapulco.

Adverse Event Reporting (Joyce Niland): Updated the joint CTMS/CDUS survey and the flow of Adverse Events reporting from the DCP perspective. Hold discussions with UCI as an adopter for the Adverse Events reporting system. Joyce Niland requested workspace participants to volunteer for taking meeting minutes for the Adverse Events Reporting SIG.

CTMS/CDUS Reporting SIG (John Speakman for Rhoda Arzoomanian): Held productive discussion during the last teleconference with Beverly Meadows (CTEP) on the issue of harmonizing CDEs with the activities of caBIG in the development of vocabularies and standards.

Financial-Billing (Jill Kuennen):

Lab Interfaces SIG (John Speakman):

Action items:

Distribute agenda for face-to-face meeting before next meeting (Scott Finley)

John Speakman to work with Arumani to ensure that the revisions suggested by the Compatibility Grading SIG are incorporated.

Teri Melese to coordinate with Arumani on the process of revising the compatibility guidelines